

SHALLOWFORD PRESBYTERIAN CHURCH
CHILD/YOUTH PARTICIPATION CONSENT FORM

WWW.SHALLOWFORD.ORG

REV 08/14/2017

Whereas, _____, a young person of whom I have legal custody as a parent or legal guardian will be participating as a member of a group at Shallowford Presbyterian Church, Atlanta, Georgia (hereafter known as Shallowford); and

Whereas, Shallowford's staff and appointed chaperones/advisors will be responsible for the health and well being of my young person during the program year (August 2017 through August 2018);

It is agreed as follows:

1. I give permission for _____ (name of child) to participate in the activities of Shallowford Presbyterian Church, both on the church premises and elsewhere. In consideration of the opportunity of my child to participate in the activities of Shallowford, I release Shallowford, its officers, agents, employees, staff, and volunteers from any and all liability of any kind whatsoever for any loss or injury to my child arising from my child's participation in the activities of Shallowford, including travel; and I agree to indemnify and hold forever harmless the Shallowford Presbyterian Church, its officers, agents, employees, staff, and volunteers from any and all liability of any kind whatsoever for loss or injury to my child arising from activities on or off the premises of Shallowford or resulting from traveling to or from the activities of Shallowford, including loss or injury resulting from negligence.
2. In the event my young person requires medical services (including admission to a hospital, surgery, and transfusions), any of Shallowford's staff and/or appointed chaperones/advisors may seek and provide such services as my duly authorized representative. Such authority is expressly limited to medical treatment by licensed physicians, medical practitioners, and supporting nurses or medical personnel. I understand and agree that it is my responsibility to update my child's medical and insurance information as changes occur. I assume full financial responsibility for any medical expenses not covered by my medical insurance policy.
3. I agree to provide Shallowford's staff in charge of the program/activity with notification of any medication my young person will require during the program/activity PRIOR to the start of the program/activity.
4. During the period of an activity in which my child (above) is participating, I can be reached at the telephone numbers listed below.
5. I understand and agree that this permission and agreement shall remain in effect until revoked in writing by me.

I have read the foregoing authorization, consent to medical treatment, and release of liability, and fully understand its content, purpose, and effect.

 PARENT/GUARDIAN SIGNATURE (SIGN BEFORE NOTARY FOR OUT OF TOWN TRIPS)

PARENT/ CUSTODIAL ADULT INFORMATION

| | | |
|-------------------------------------|------------------------------------|-------------------------------------|
| PARENT/ CUSTODIAL ADULT INFORMATION | | |
| FULL LEGAL NAME | EMAIL ADDRESS | |
| ADDRESS | CITY, STATE, ZIP | |
| PRIMARY PHONE (LIST # OR "NONE") | SECONDARY PHONE (LIST # OR "NONE") | ADDITIONAL PHONE (LIST # OR "NONE") |

FORM MUST BE NOTARIZED FOR OUT OF TOWN TRIPS ONLY.

The foregoing instrument was acknowledged before me by _____, who is personally known to me, or who has produced _____ as identification on this _____ day of _____, 20_____.

NOTARIZED BY _____

 NOTARY'S SIGNATURE

 NOTARY'S PRINTED NAME

 DATE

IMPORTANT INFORMATION FOR MEDICAL TREATMENT

———For out of town trips, you must provide a photocopy of both sides of your child's insurance card———

INFORMATION NEEDED FOR ALL PARTICIPANTS AGE 19 AND UNDER

INFORMATION NEEDED FOR MEDICAL TREATMENT

| | | |
|--|----------------|---------------------|
| CHILD/YOUTH'S FULL LEGAL NAME _____ | | DATE OF BIRTH _____ |
| LIST SPECIFIC MEDICAL PROBLEMS: (if none, list "none") | _____ | |
| LIST ALL MEDICATIONS (PRESCRIPTION AND OTC): (if none, list "none") | _____ _____ | |
| LIST ALL ALLERGIES: (if none, list "none") | _____ | |
| LIST ANY MEDICAL CONDITION OR MEDICAL HISTORY WE SHOULD BE AWARE OF: (if none, list "none") | _____ _____ | |
| DATE OF LAST TETANUS: | _____ | |
| FAMILY PHYSICIAN | PHONE: | |
| FAMILY DENTIST | PHONE: | |

EMERGENCY CONTACT INFORMATION

IN THE EVENT THE PARENT/CUSTODIAL ADULT PREVIOUSLY LISTED IS UNAVAILABLE,
WE WILL CONTACT THE PERSON LISTED BELOW.

| | |
|---|-------|
| EMERGENCY CONTACT (LIST PHONE # OR "NONE") | _____ |
| PRIMARY PHONE | _____ |
| SECONDARY PHONE | _____ |
| ADDITIONAL PHONE | _____ |
| RELATIONSHIP | _____ |

COMBINED PARENTAL CONSENT SUMMARY

I am the parent/legal guardian of _____

Child's Full Legal Name

Child's Date of Birth

Initial

I understand that Shallowford Presbyterian Church has a Policy for the Protection of Children and Youth. I have been offered a copy and know I may access this policy on the church website or obtain a copy from the church office.

Permission for others to pick up my child from Shallowford Presbyterian Church for the period: August 2017 – August 2018.

| Name | Relationship to Child | Name child calls this Person | Phone Number |
|------|-----------------------|------------------------------|--------------|
| | | | |
| | | | |
| | | | |
| | | | |

To give permissions as indicated below, initial the appropriate box.

Permission to Travel in Vehicle with One Adult Present (initial box at left to give permission)
I authorize my child/youth to travel in a vehicle operated and occupied by only one adult, staff member or volunteer.

Permission for youth age 16 or older to sign themselves out. (initial box at left to give permission)
I authorize Shallowford Presbyterian Church to permit my child, who is age 16 or older, to sign him/herself out and leave SPC's premises. I will notify the program staff member responsible for the activity if there is a particular adult volunteer with whom I do not want my child to ride.

Texting and Social Media Permissions—for children grades 6-12 only (initial box at left to give permission)
I authorize the Director of Youth Ministries, the Director of Music Ministries, and other church staff or volunteer leaders ("SPC Personnel") to contact my child by cell phone text or by Facebook or other social media.

 Child's Cell Phone Number

Image Use Policy and Parent Release Forms (initial box at left to give permission)
 The full current image use policy may be found online on Shallowford's website, and hard copies can be obtained in the church office. You may complete and sign below in lieu of obtaining and signing the full agreement.
I hereby allow my under age 18 child's name, likeness, image, voice, and/or biography to be photographed and/or recorded on film, tape, digitally, or otherwise, to be used in any present or future publications, broadcasts, recordings, internet postings, downloads, streaming, or promotions, by Shallowford Presbyterian Church and School and any and all of their staff and volunteers. Shallowford Presbyterian Church may edit and process such recordings, in whole or in part, for use in any medium, at its sole discretion, for unrestricted promotional use and distribution without limitation to video or broadcast formats now known or hereinafter devised, for no compensation to me, in perpetuity, throughout the world.

Shallowford Presbyterian Church will not knowingly use an image that would be embarrassing, objectionable, or hurtful to anyone in any image. I understand that this Agreement will remain in effect until my child reaches age 18 unless I revoke it before then.

| | | |
|----------------------------------|-------------------------------------|------|
| | | |
| Parent/Custodial Adult Signature | Parent/Custodial Adult Name Printed | Date |

Shallowford Presbyterian Church
Excerpts from the Policy for the Protection of Children and Youth

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The full policy is available from the Quick Links on our website and in the church office.

Introduction

The mission of Shallowford Presbyterian Church is to invite all people to a faithful way of life in Christ and in community. We want that community to be a sanctuary—a place that, especially for our children, is safe and secure. As we nurture, support, educate, and guide our children and youth, we are dedicated to protecting them from physical, emotional and sexual abuse at all times.

We believe that we are doing God's work, creating a nurturing community of faith that will support all people. We believe in looking for and bringing out the best in all children and adults. While we can never guarantee our children's safety nor anticipate all risks, we believe that we must take all reasonable measures to minimize risks that we can foresee and establish guidelines that will help us establish the safest and most loving community possible. This document is written to accomplish that aim.

In short, we must do what we can to ensure that our children are protected from physical, emotional, and sexual exploitation and abuse. One way to accomplish this goal is by holding periodic training sessions. These training sessions will focus on creating a safe environment for our children, avoiding risky situations, explaining how sexual predators typically operate, and reviewing the requirements of this policy.

Abuse Prevention Guidelines

All programs involving children or youth shall be governed by these guidelines:

1. Two adults or more shall be present at all times for any church-sponsored program, event, or ministry involving children or youth. If two adults cannot attend, the event must be canceled. For example, this includes informal use of the playground during events such as Wednesday Night Supper. The requirement of a second adult can be satisfied by the presence of a supervising minister, staff member, or lay volunteer who has overall responsibility for a program and is available to circulate, checking in frequently with each classroom or setting where another adult is present. However, with written parental permission and the approval of the appropriate program staff member, confirmands can attend outings and events in public locations with only their elder sponsors.
2. Confidential counseling between a staff person or adult volunteer and a child or youth will not occur behind a closed door unless the door has a window that can be seen through. During such counseling sessions, another adult will be present, in the room or in an adjacent room, who is aware that a counseling session is in progress and who could hear and respond in the event of an outcry. If another adult is not continuously present as described above, the counseling session must occur in a room with an open door or in a public place, such as a table at a local coffee shop or restaurant, where sufficient confidentiality can be maintained while keeping the session in constant public view.
3. Confidential counseling will not occur in private settings where the two-person rule above cannot be maintained. In the event that a child or youth approaches a staff person or volunteer under circumstances contrary to those outlined above, the adult will be responsible for immediately moving the counseling session to a setting where the two-person rule can be observed, for example, by suggesting a walk down the sidewalk of a well-traveled street or moving the conversation to a public establishment such as a local coffee shop or restaurant.
4. Counseling between a professionally certified pastoral counselor (or licensed clinician) and a child or youth shall not be bound by the above restrictions. Rather, licensed counselors or therapists shall adhere to the accepted standards of professional conduct as established by their licensing organization, which govern such counseling situations.
5. When transporting children or youth, staff and volunteers will make reasonable efforts to maintain the two-person rule, as described above, or to have more than one child or youth in the vehicle. When it is impracticable to have two adults present, the adult should seek parental permission to transport the child or youth. Such permission may be given in advance and may be ongoing, such as permission to transport youth to school after the Friday morning youth breakfast each week.

6. Classroom doors will have uncovered windows or doors will be left ajar when children and/or youth are present in the room.
7. Written parental permission shall be obtained when groups of children or youth leave church property accompanied by an adult. Such permission shall be given in advance for a full school year. Such permission shall include space for the parent(s) or other responsible adult(s) to furnish information concerning allergies or other special needs. If, in the judgment of the adult supervisor of an event, a special need cannot be accommodated, the child may be obligated to participate in an alternate activity or program. It is the obligation of the parent(s) or child's other responsible adult(s) to furnish Shallowford with complete and accurate information concerning the child's allergies, medical conditions, or special needs, so as to afford the church a full opportunity to determine in advance of an event whether it would be appropriate for the child to participate in the event. It is imperative also that the parent(s) or other responsible adult(s) furnish the church with accurate, up-to-date emergency contact information.
8. Unauthorized persons will not be allowed to remain with a children's or youth group. Unauthorized persons include, but are not limited to: persons with no affiliation with the program, event, or ministry in progress; and children and youth attending an activity for which parental permission is required who do not have consent to attend.
9. No child or youth shall leave a designated meeting area without permission or supervision. For overnight events and events occurring away from the church site, children or youth must have written parental permission to leave an event early except in emergency situations. In instances where a third party is to pick up a child or youth from an event, the parent or custodial adult must give prior written authorization or telephone permission to a staff member and/or Shallowford volunteer in charge.
10. Children from infants through grade 3 must be signed in and out of Sunday School. The sign in/out sheet will include the name and telephone number(s) of the adult responsible for the child, as well as notification of any allergies or special conditions. Sign in/sign out procedures particular to the ministry programs such as our children's choirs, Kids on a Mission, Vacation Bible School, Kids' Night Out, and other programs for children will be coordinated with the input and guidance of Shallowford's Director of Children's Ministries and the Christian Education Committee. Youth in grades 6 through 12 will be required to sign out if they leave an event early in addition to having parental permission.
11. The Preschool as well as independent programs for which Shallowford is a sponsoring institution (such as Girl Scouts, Boy Scouts, and other organizations that use Shallowford's premises) are responsible for developing and implementing their own child and youth protection policies, so long as they are at least as rigorous as the standards set forth in this policy. Copies of such policies must be provided to Shallowford's Personnel Committee. These programs are free to adopt this policy as their own if they so choose.
12. In an instance in which a child or youth is not picked up in a timely manner at the conclusion of an event, the event leaders will attempt to contact the parent or custodial adult, followed by the emergency contacts on file. If no authorized person still comes forward to pick up the child or youth three hours following the close of the event, the event leader is authorized to report the child or youth as abandoned to public safety authorities, in consultation with the Senior Pastor or pastor-on-call.
13. Shallowford staff members and volunteers may use social media and texting to communicate with youth in grades 6 through 12. It is a best practice for any adult to copy another adult on any text message sent to a child or youth in connection with SPC programs and events. Shallowford's staff will follow this practice, and other adult volunteers are encouraged to do so.
14. Any volunteer or staff member who believes that a child or youth is experiencing emotional issues or exhibiting signs of emotional abuse is encouraged to contact the Senior Pastor or other appropriate program staff member so that counseling and pastoral care can be provided.